

TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
IT Manager Sr. supporting IT Portfolio Management

Job Summary: Reports to the Director for Enterprise Governance within Strategic Technology Solutions, is responsible for leading a team of IT professionals who will focus on supporting the IT Portfolio Management functions within STS.

Responsibilities:

- Assist in providing direction and assigning priorities to the Planview/Cost Modeling teams.
- Maintain and promote effective customer service relationships with users, business owners, vendors and agency leadership to inform them of services offered by the IT Portfolio Management teams.
- Provide consultation and recommendations to state agencies by identifying their technology challenges and explore how Planview can meet their business needs.
- Oversee the coordination of project portfolio and associated resource utilization to ensure strategic and financial alignment throughout the enterprise.
- Oversee and make recommendations on the technology portfolio for trends impacting cost, schedules and quality across the enterprise and statewide.
- Develop and align strategies based on performance metrics, business requirements and input for assigned areas.
- Manage customer expectations and negotiate solutions to complex problems with customers and vendors for assigned areas.
- Develop objectives for assigned functional units to measure and improve organizational efficiency and performance.
- Determine appropriate allocation of budgeted funds within functional areas to ensure that highest priority projects have sufficient monetary resources.
- Review and approve staffing, cost, revenue and timelines needed to complete projects to meet the strategic plan of the organization.
- Review and prioritize distribution of resource allocation to ensure alignment with state-wide goals and vision.
- Review and approve cost models and rates for IT service offerings in Planview.
- Evaluate existing workforce against current and future service offerings.
- Oversee and direct the IT operational environment for Planview through subordinates, key performance indicators, service level agreements, and other indicators to identify trends and proactively anticipate problems.
- Develop process improvement suggestions to streamline workflow and improve process cycle times and accuracy.
- Sell benefits, internal initiatives, and process changes to employees and business partners to facilitate adoption and enhance investment.
- Make strategic recommendations to executive management.
- Develop and maintain individual performance plans to evaluate team member's performance and adhere to the state's performance evaluation policies.
- Communicate status of responsibilities with management, peers, subordinates and customers via verbal and written mediums.

Minimum Qualifications: Bachelor's degree in an IT or Business related field. Relevant professional information technology experience may be substituted for the required degree.

- Five years of experience managing IT operations and functions.
- Two years of managerial experience.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent time management, organization, and prioritization skills.

Preferred Qualifications:

- Prior Planview experience is a plus.
- Prior knowledge of IT Portfolio Management is a plus.
- Prior state government experience is a plus.

Knowledge, Skills, Abilities, Competencies:

- Decision Quality
- Problem Solving

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- Developing Direct Reports and Others
- Directing Others
- Conflict Management
- Hiring and Staffing
- Drive for Results
- Organizational Agility
- Building Effective Teams
- Motivating Others

The State of TN is an Equal Opportunity Employer.

Resumes should be submitted via email to EIT.Resumes@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.